

CIA INTERNAL USE ONLY

DD/ST1258-63

29 AUG 1963

MEMORANDUM FOR: Logistics Services Division
SUBJECT: Office Move

1. Attached are requisitions for furniture and related equipment required in connection with the relocation of Office of Research and Development personnel in Rooms 1D1613-15 and 5B2812-18. Additionally, furnishings to be moved from present office space (3E30) to these areas is identified in attachment three.

2. Since Class "A" furniture may not be available in the quantities requested in the attached requisitions, we desire that unutilized furniture or comparable Class "A" furniture be substituted in lieu thereof. Wherever possible, please provide Class "A" substitutes rather than unutilized furniture. Also unutilized furniture of the type desired may not be available, in which case substitutes will be acceptable.

3. Class "A" furniture is being requested for only those personnel authorized executive furnishings in accordance with provisions of HR-45-11. Ordering the furniture at this time will preclude our having to reorder when ORD moves to permanent space in early January of 1964. The furniture is to be positioned in Rooms 1D1613-15 and 5B2812-18 as noted in the attached schematic.

[(Signed)]

25X1A

25X1A

Chief, Support Staff
Deputy Director
(Science and Technology)

Attachments

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Distribution:

Orig. & 1 - Addressee

1 - [REDACTED] 25X1A

1 - OL/DD/S&T

1 - BSO

1 - ORD

2 - DD/ST Registry

OL/DD/S&T: [REDACTED]

4427: 18/29 Aug 63

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